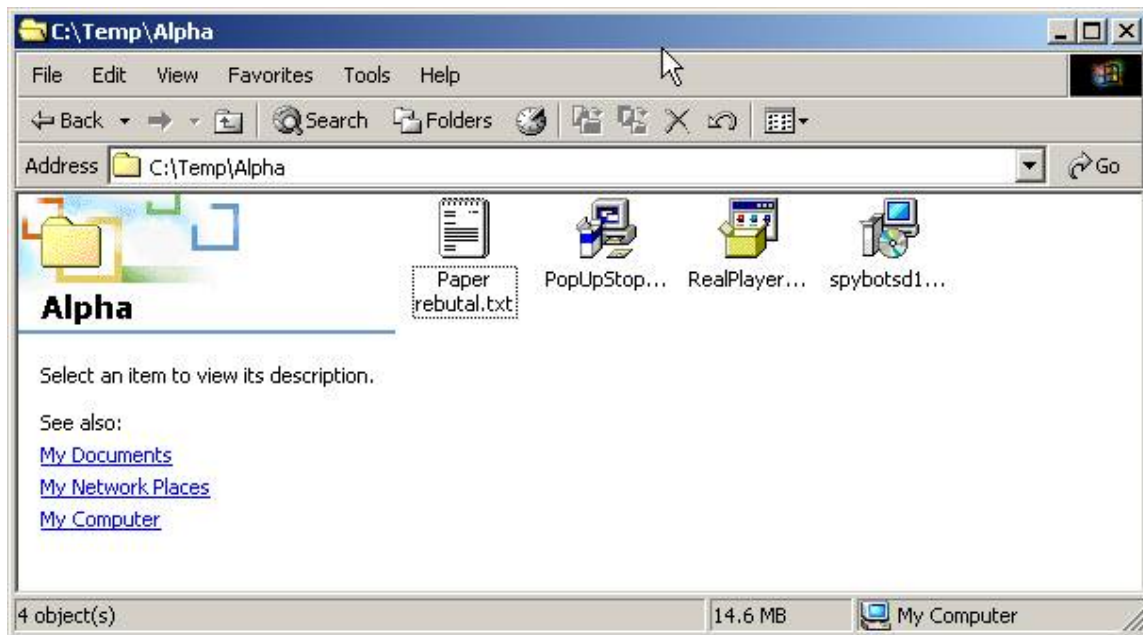


## **Cut, Copy & Paste**

Cut & Paste is not just for editing documents, but is used frequently in file management as well. It is taking one or multiple pieces of information and copying it or moving it to a different location.

In Alternate Menus, we had seen that Cut and Copy were some of the options. When you select Cut from the menu, you have selected to remove that file from its location. When you select Copy from the menu, instead of removing the file, you are intending to copy the file to another location.

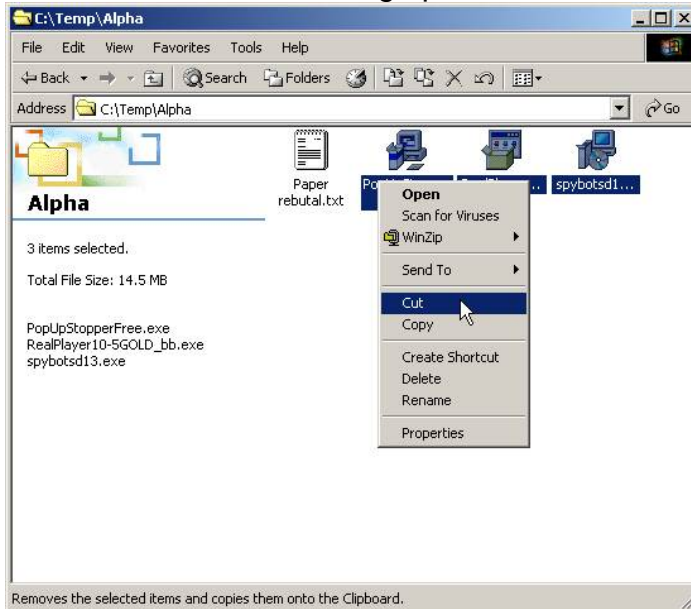
In this example, I have made a couple of folders on my hard drive, but only populated one of the folders.



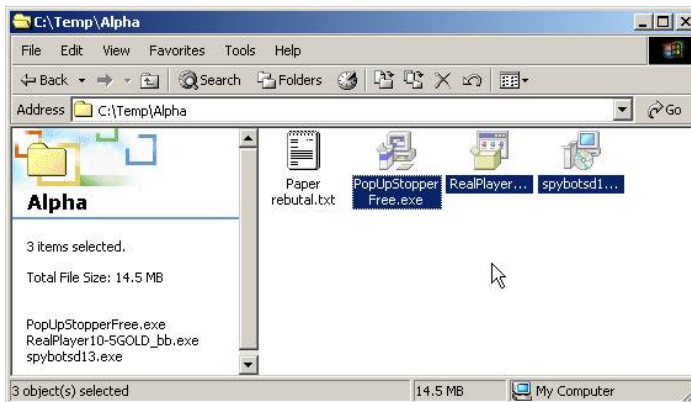
The Alpha folder contains four files. One text file and three application files. For purposes of this exercise, I want to Move my application files, as well as Copy the text file to a folder named Beta.

In this exercise, we will be using the knowledge that we gained from the lesson "Using a Mouse". If you have not read that lesson, and you are not familiar with selecting files, please go back to review.

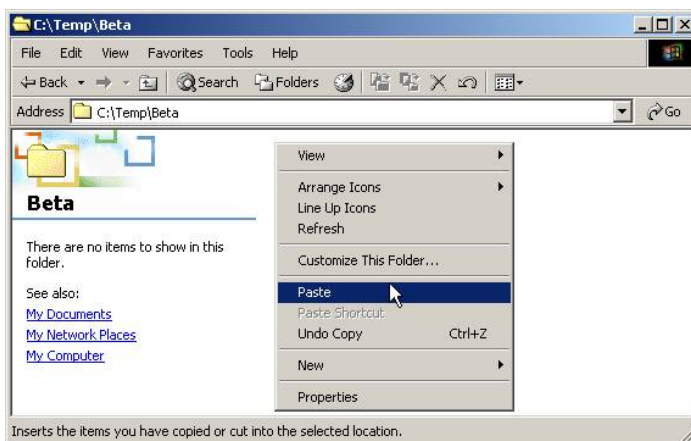
To Move the three application files, I select the files and then Right-Click on one of the selected files to bring up the Alternate Menu.



Because I am Moving the files, I will select the Cut option.



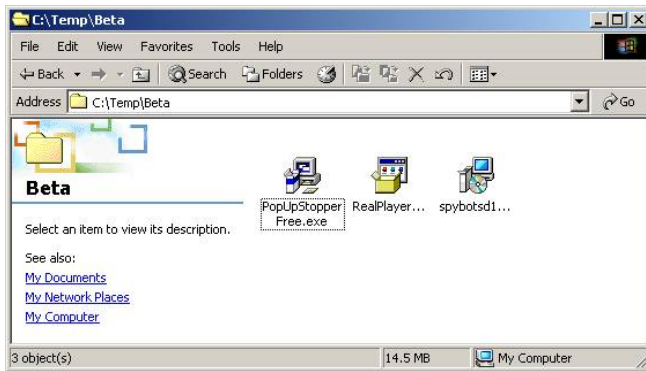
After selecting Cut, the files become faded. This indicates that a Cut action was taken



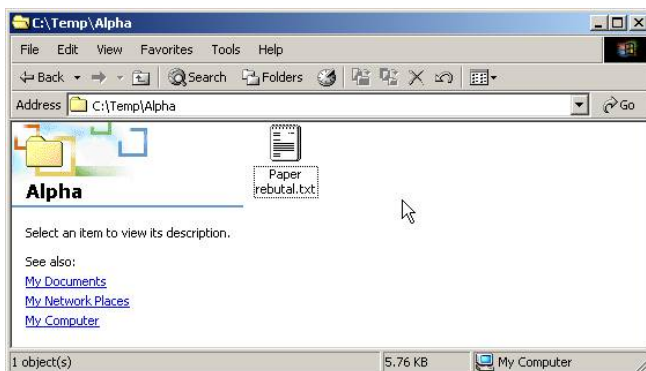
Once in the Beta folder, Right-Click in the file area to bring up the Alternate Menu.

Notice that Cut and Copy are no longer available. That's because one of those actions has already taken place.

Paste is the option that puts the Cut files into this folder.

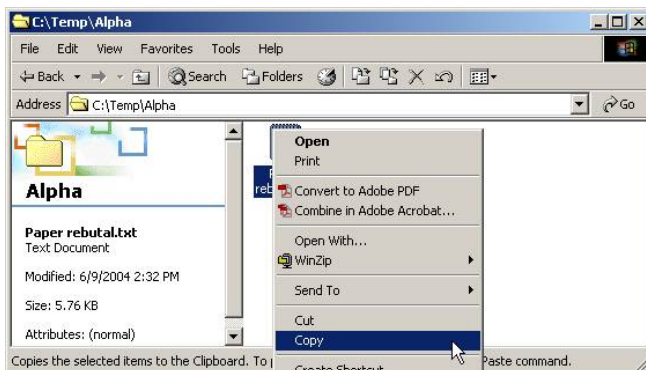


After selecting to Paste, we can now see the files have been moved to the new folder.



Going back to the Alpha folder, we only have the text document left.

Now we want to Copy that document to the Beta folder



Right-Click on the file and select Copy from the Alternate Menu.



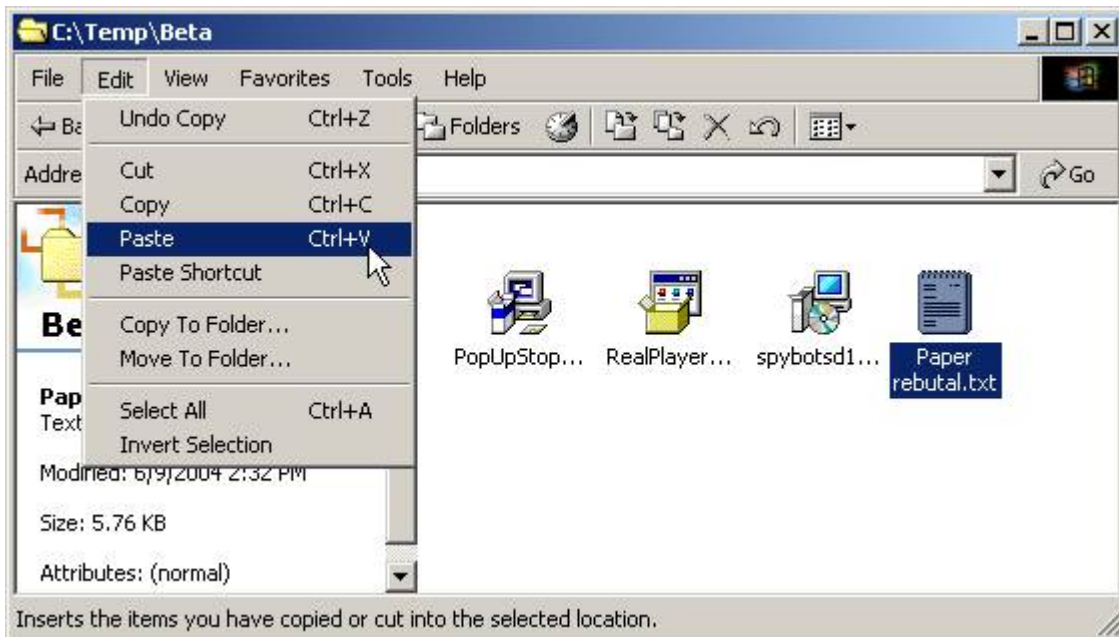
Notice that this time, the file icon does not become faded. That is because it is not being Cut or Moved.



Going back to the Beta folder and Right-Clicking in the file area, we select Paste again.

We now have a copy of the text file in both the Alpha and Beta folders.

Cut, Copy & Paste are not just in the Alternate Menu. These functions can be found in many applications. The function of Cut, Copy & Paste remains the same throughout, but lets look at some of the other ways to achieve this:



On the Menu bar of almost every Window, there is an Edit button. Left-Clicking on Edit gives you a drop-down menu. In the Edit drop-down menu, you'll find the options to Cut, Copy & Paste.

In many applications, you'll have the Edit button in the Menu bar, but you will also have tool bar options that display Cut, Copy & Paste using icons.



**CUT**

**COPY**

**PASTE**

This screen shot shows the typical Microsoft Word Menu bar and Tool bar.

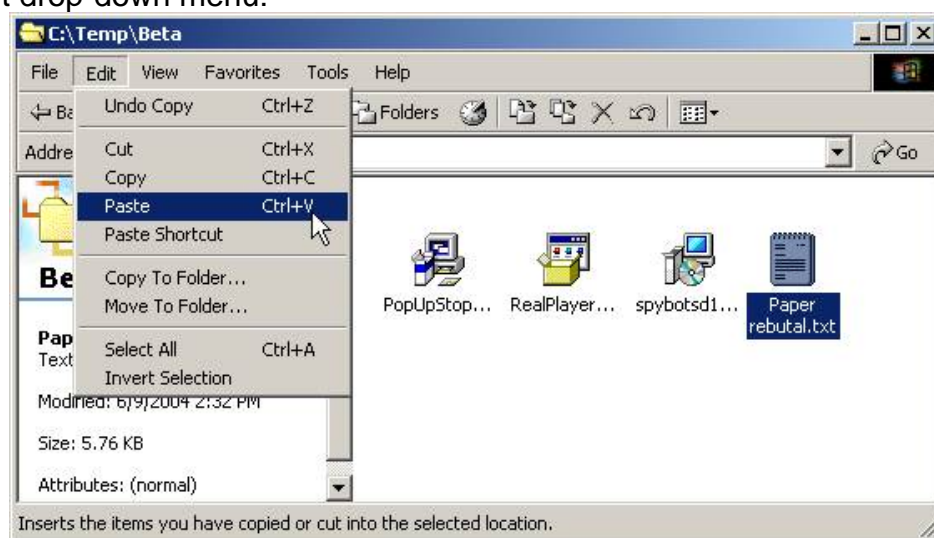
Notice the Edit option on the Menu bar. Just as in the previous screen, Cut, Copy and Paste are located in that drop-down box.

The Cut button has a pair of scissors.  
The Copy button shows two copies of a document.  
The Paste button shows a Clipboard.

I've been asked on a number of occasions why the Paste button is not a tube of glue, or something similar. The Clipboard is not just an erroneous symbol. When you do a Cut or Copy action, the file is moved or copied to a virtual Clipboard. It remains on the Clipboard until you do the Paste action. Hence, the visual representation of the Paste action is the information coming from the Clipboard.

These three buttons are used in every Microsoft Office program (Word, Excel, Power Point, etc.) and are used in other non-Microsoft programs as well. These symbols are the standard for these three actions.

The last option for Cut, Copy & Paste is using keyboard combinations. Back to the Edit drop-down menu:



Notice the “**Ctrl+V**” next to the Paste option. That is your keyboard combination to implement the Paste function.



**Ctrl+X** = Cut the selected information.

**Ctrl+C** = Copy the selected information.

**Ctrl+V** = Paste the selected information

Instead of using the Alternate Menu, the Edit drop-down menu or the Tool bar buttons when I selected the three applications to Cut, I could have used the keyboard combination of “**Ctrl+X**” and Pasted the applications into the new folder using the “**Ctrl+V**” keys. The “**Ctrl+C**” keys could have been used to Copy the text file. If you are working with documents and/or spreadsheets, these keyboard combinations are also available.

Open a document and practice moving and copying some of the text using the different options that we have discussed here.

## **REVIEW**

- Cutting a file(s) is to Move a file(s) from its location to the Clipboard
- Copying a file(s) is to Copy a file(s) to the Clipboard
- Pasting is taking the file(s) from the Clipboard and putting it in the new location
- The Clipboard is a Virtual clipboard, used to hold Cut or Pasted information
- You can perform Cut, Copy & Paste functions from the:
  - Alternate Menus
  - Edit drop-down menus
  - Toolbar buttons
    - Cut uses the Scissors icon
    - Copy uses the two copies of a document icon
    - Paste uses the Clipboard icon



- Keyboard combinations
  - Cut = Ctrl+X
  - Copy = Ctrl+C
  - Paste = Ctrl+V
- Cut, Copy & Paste are functions used in office applications, as well as in file management